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General Surgery  
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[Date]

[Recipient's Name]

[Address]

[City, State, Zip (shows thru outer)]

***Important Security and Protection Notification.  
Please read this entire letter.***

Dear [Insert patient name]:

I appreciate the trust you have placed in me by allowing me to be your surgeon. You are receiving this letter because you were either the patient or the primary insured person on record. I regret to inform you that my office was broken into this Memorial Day weekend and various items were stolen from my office. Pertinently, my desktop hard drive was stolen as well as my external hard drive which was in a locked drawer. The San Jose Police Department was immediately notified upon the burglary's discovery on May 28, 2013. To date, however, nothing has been recovered.

I am notifying you of this loss because approximately 4,676 patient records were included on the external backup drive, and I believe some of your records might have been among those on this drive. Specifically, the records contained the patient's medical history (including lab and radiology reports), surgical information if I performed one, name, address, telephone number, and date of birth, and the insurance information of the primary insured. The patient's social security number was not exposed but the social security number of the primary insured might have been exposed.

Please be assured that I have taken every step necessary to address the incident and I am taking this matter very seriously. Upon discovery of the burglary, not only was the police department immediately contacted, but I have initiated an internal investigation and am in the process of developing a policy addressing this type of incident. I am committed to fully protecting all of the information that you have entrusted to me.

To help protect your identity, you may call the three major credit agencies and place a 90-day fraud alert. These are Equifax (800-525-6285), Experian (888-397-3742), and TransUnion (800-680-7289). You are also entitled to a free credit report every year from each of these agencies at [www.annualcreditreport.com](http://www.annualcreditreport.com). Although there is no evidence of any patient's information having been erroneously used, you may also want to contact your bank and credit card company and notify of them of this situation.

Again, I sincerely apologize for this considerable inconvenience. I understand how important your confidentiality and trust is to my work now and in the past. Please feel free to contact me to discuss any concerns or questions you may have.

Sincerely,

K. Min Yi, M.D.